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7 July 1971

**MEMORANDUM FOR:** Information Processing Coordinator, DD/S

**SUBJECT:** Semiannual Report on ADP Accomplishments  
(OMB Circular A-79)

**REFERENCE:** Memo to DTR from DD/S IPC dtd 1 July 71,  
subj. same

1. The Office of Training submits a negative ADP report for the period 1 January through 30 June 1971. We have no changes to report at this time. Benefits remain as previously reported.

2. If questions arise, please contact [ ]  
IPC for the Office of Training.

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[ ]  
for **HUGH T. CUNNINGHAM**  
Director of Training

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**Distribution:**

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TR/ISS/ [ ] (6 July 71)

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DD/S 71-2580

JUL 1971

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training ✓  
Chief, Support Services Staff

SUBJECT : Semiannual Report on ADP Accomplishments  
(OMB Circular A-79)

1. Attached are instructions for the preparation of office submissions to the Semiannual Report on ADP Accomplishments required by OMB Circular No. A-79. Inputs should describe new and revised ADP applications (Section I) and computer operations management accomplishments (Section II) during the second half of fiscal year 1971 (i.e., January - June 1971). Section III deals with ADP plans for fiscal year 1972.

2. The Agency's report to the International Programs Division, OMB, will be classified at the security level indicated by your submissions. Please furnish your response to DDS/IPC by 23 July.



DD/S  
Information Processing Coordinator

Attachment

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SEMIANNUAL REPORT OF ACCOMPLISHMENTS  
IN THE USE AND MANAGEMENT OF ADP

Reporting Organization \_\_\_\_\_ Period Covered 2nd half FY 71

SECTION I. ACCOMPLISHMENTS FROM THE USE (i.e., APPLICATION)  
OF COMPUTERS

The information in SECTION I normally should be furnished by ADP customer/user offices such as OER, OSI, OP, OF, FMSAC, etc.

Describe and explain the benefits of each NEW OR REVISED computer-based system implemented during this report period.

A. System Description

Briefly identify and explain the intelligence (or other) functions and objectives which the computerized system supports. Include identification of the Agency Program supported (i.e., category, subcategory, element, etc.), identify and explain any contractor involvement, and indicate any community interest or use of the system.

B. Personnel Savings and Other Benefits

(1) Furnish your estimate and briefly explain the number of additional people (or man years) that would be required for the Agency to accomplish the objectives of this computer-based system if we were to perform the necessary functions manually (i.e., without a computer).

(2) If you consider an alternative means (e.g., contractor) feasible to accomplish the objectives of this system briefly explain this alternative and furnish your estimate of relative cost advantages or disadvantages.

(3) Briefly explain other benefits of this computerized system such as increases in efficiency, timeliness, accuracy, etc..

## SECTION II. ADP MANAGEMENT ACCOMPLISHMENTS

The information in SECTION II normally should be furnished by ADP service organizations such as OCS, RID, CRS, and NPIC (PSG/AID).

Describe and explain the benefits of significant ADP operations management accomplishments such as those indicated below. Please furnish your estimate of the ADP equipment, manpower or dollar savings which should result:

- (1) Standardization or integration of computer systems.
- (2) Improvements in ADP methods or technology.
- (3) Negotiation of ADP contracts under more favorable terms than provided in the Federal Supply Schedule.
- (4) Progress in handling ADP security problems.
- (5) Progress on research and development of advanced ADP systems.

## SECTION III. PLANS FOR FISCAL YEAR 1972

Summarize actions planned or underway which are expected to result in ADP accomplishments of the sort indicated in SECTIONS I and II, above. Include a statement of anticipated benefits for each such action planned or underway.

- A. User/Customer Plans which deal with the application of computers.
- B. Computer Center Management Plans for improving computer system operations.

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